

# Abbreviations and Codes

## Site Codes

Site	Location
Campus (MC)	Main Campus
HOPE	Hope Center
Internet	Online
MILS (ROTC)	UTA and/or DBU
AEST (ROTC)	TCU
SHL	Shelton School
CFNI	Christ for the Nations
LSRO	Life School of Red Oak
TRVL	Travel Course

## COURSE NUMBERING

All courses are identified by instructional area and number.

BIOL **34L1**.AIP01

The **first digit** of the four-digit number indicates course level:

- 1-Freshman
- 2-Sophomore
- 3-Junior
- 4-Senior
- 5,6-Master's
- 7,8-Doctoral

The **second digit** corresponds exactly with the number of semester hours of credit given for the course.

The **third and fourth digits** are for departmental use.

Should an “L” appear as the third digit, this denotes a **LAB** course.

Should **HS** or **HR** follow the **fourth digit**:

**HS** indicates *Pre-College Academy*

**HR** indicates *Honors Program Enrichment*

# Abbreviations and Codes

## SECTION CODES

Section Code is a division of a course for instruction. Depending on enrollment, a course may be taught in one or more sections or classes.

The section will contain the Subterm and instruction method.

**BIOL 34L1.AIP01**

## SUBTERM CODES

Three Reporting Terms New Codes								
Current		Previous	Current		Previous	Current		Previous
Summer Reporting SU	=	Summer Reporting SU	Fall Reporting FR	=	Fall Reporting FR	Spring Reporting SR	=	Spring Reporting SR
Subterm A 10 Weeks	=	Long Summer 10 Weeks	Subterm A 16 Weeks	=	Fall 16 Weeks	Subterm A 16 Weeks	=	Spring 16 Weeks
Subterm B 5 Weeks	=	Summer 1 5 Weeks	Subterm B 8 Weeks	=	Fall 6 8 Weeks	Subterm B 8 Weeks	=	Spring 7 8 Weeks
Subterm C 5 Weeks	=	Summer 2 5 Weeks	Subterm C 8 Weeks	=	Fall 7 8 Weeks	Subterm C 8 Weeks	=	Spring 8 8 Weeks
Subterm D	=	May Minis**	Subterm D	=	All Minis August & Fall Break	Subterm D	=	Winter Terms, January & Spring Break

# Abbreviations and Codes






## INSTRUCTION DELIVERY METHODS

Section Code	Delivery Method	Detailed Description
IP	In Person	<p>Classes meet in person the hours prescribed for the course taken. The student will have access to Blackboard.</p> <p>Students are required to attend each session per the guidelines of the syllabus.</p>
N	Asynchronous Online	<p>Classes meet online only with no specific day or time meeting requirements. Students are free to interact with the professor, students and material in the timeframes of their choosing within each week of the semester. Courses are not self-paced, and weekly participation is expected. Lectures and coursework are online only.</p> <p>Asynchronous Online Courses must have pre-approved lectures and coursework developed prior to the course being offered.</p>
N	Synchronous Online	<p>Classes meet online only with a specific day and time meeting requirement. Students are expected to attend live class meetings via the professor's chosen web-conferencing software. Lectures and coursework are online only.</p> <p>Synchronous Online courses <b>MUST BE APPROVED BY THE PROVOST</b>, but do not require pre-approved lecture and coursework.</p>
H	Hybrid	<p>Classes meet through a combination of in-person meetings at a specific day and time and asynchronous online class sessions.</p> <p>Hybrid Courses must have pre-approved lecture and coursework developed prior to the course being offered.</p>
F	Flex	<p>Class lectures take place in-person and are broadcast live to a remote audience. Students are expected to attend lectures synchronously either in-person or online. Additional coursework may be delivered in asynchronous online format.</p>
HF	HyFlex	<p>Class lectures take place in-person and are broadcast live to a remote audience. <b>Live broadcast lectures are recorded.</b> Students are expected to attend lectures synchronously either in-person or online <b>or view the recorded lectures asynchronously within each week</b> of the semester. Additional coursework may be delivered in asynchronous online format.</p>

**NOTE: HyFlex and Flex Methods of instruction are limited to Graduate Courses.**

# Abbreviations and Codes

The section contains four or five characters- the Subterm code, instruction method, and number of sections.

<b>COURSE EXAMPLE DEFINED</b>					
 <b>MATH 2303 AF01</b>					
<i>Course Number</i>		<i>Subterm</i>		<i>Instruction Method</i>	<i>Number of Sections</i>
MATH	2303	A	(16 weeks)	F (Flex)	01
<i>Course Number</i>		<i>Subterm</i>		<i>Instruction Method</i>	<i>Number of Sections</i>
MATH	2303	A	(16 weeks)	N (Internet)	02
 <b>MATH 2303 BH03</b>					
<i>Course Number</i>		<i>Subterm</i>		<i>Instruction Method</i>	<i>Number of Sections</i>
MATH	2303	B	(1st 8 Weeks)	H (Hybrid)	03
 <b>MATH 2303 CIP04</b>					
<i>Course Number</i>		<i>Subterm</i>		<i>Instruction Method</i>	<i>Number of Sections</i>
MATH	2303	C	(2nd 8 Weeks)	IP (In Person)	04
 <b>MATH 2303 DHF05</b>					
<i>Course Number</i>		<i>Subterm</i>		<i>Instruction Method</i>	<i>Number of Sections</i>
MATH	2303	D	(MINI TERMS)	HF (HyFlex)	05
 <b>MATH 2302 TS06</b>					
<i>Course Number</i>		<i>Subterm</i>		<i>Instruction Method</i>	<i>Number of Sections</i>
MATH	2303	A	(16 weeks)	TS (Travel Study)	06

# Abbreviations and Codes

## Notes: Restrictions, Prerequisites, Requirements

There are many abbreviations used in the “**Notes: Restrictions, Prerequisites, Requirements**” column of the course listings which also include capacity restrictions, catalog requisites, meeting date information, and other requirements or restrictions.

Academic advisors will be the point of information for the Notes: Restrictions, Prerequisites, Requirements.

Below are a few common abbreviations:

<b>AD</b>	Approval of dean required
<b>ADC/ADH</b>	Approval of department chair/division head required
<b>Adm</b>	Admission required
<b>AI</b>	Approval of Instructor
<b>AIC</b>	Approval of intern coordinator required
<b>AIM</b>	Academics in Motion students only
<b>AP</b>	Advanced Placement (high school)
<b>APC/APD</b>	Approval/program coordinator/director required
<b>AUD</b>	Audition required
<b>CE</b>	Concurrent enrollment
<b>CLEP</b>	College-level examination program
<b>DC</b>	Dual credit (high school)
<b>eMAT</b>	Math Advising Tool required
<b>F-B</b>	Field-Based class
<b>FT</b>	Field trips required
<b>Graduating</b>	Graduating students only
<b>GS</b>	General Studies
<b>IEP</b>	Intensive English Program students only
<b>International</b>	International students only
<b>Junior</b>	Junior standing (60–89 credit hours)
<b>MBM</b>	Music Business majors only
<b>MM</b>	Music majors only
<b>MTP</b>	Music Theory Placement exam required
<b>N-MM</b>	Non-music majors only
<b>OBV</b>	Observation required
<b>O-CM</b>	Off-campus meetings required
<b>O-CW</b>	Off-campus work required
<b>PPE</b>	Piano Placement Exam required
<b>PProf</b>	Piano Proficiency completed
<b>PT</b>	Pathways to Teaching students only
<b>Rec</b>	Recommended prior course
<b>Req</b>	Requirement for the course
<b>S-L</b>	Service-Learning component required
<b>Senior</b>	Senior standing (90+ credit hours)
<b>TBD</b>	To be determined
<b>TCP</b>	Teacher Certification Program
<b>TRD</b>	Traditional students only
<b>UG</b>	Undergraduate level
<b>WP</b>	Weekend Professional (classes with specific Friday/Saturday dates)